

<div>  <div> <div>Florida Department of Transportation</div> <div>Internship Program: Position Advertisements</div> <div>Spring Semester 2016</div> </div> </div>				
<p>Students interested in applying for any of the following Florida Department of Transportation Spring Semester positions must complete the internship application, Form 250-000-25, and email it to interns@dot.state.fl.us or fax it to (850) 414-5299 by January 13, 2016. Any applications received after that date will not be considered for the Spring Semester. Candidates must be actively enrolled students in an accredited university or college for the semester of the internship. Candidates may apply for multiple positions and must include the advertisement number, located in the left-hand column below, in each submitted application. Candidates should note the location of the internship and any position criteria, and be able to provide supporting documentation (e.g. of enrollment, GPA, class status). Candidates should also note that all positions follow the standard workweek of Monday through Friday. Participants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the Department (850-414-5321) in advance to allow sufficient time to provide the accommodation.</p> <p>The Department of Transportation hires only U.S. citizens and lawfully authorized alien workers. An Employment Eligibility Verification check will be conducted using the U.S. Citizen and Immigration Services' electronic database (E-Verify) on each new employee.</p> <p>The Department of Transportation supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, Florida Statutes, Drug-Free Workplace Act.</p> <p>The Department of Transportation is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.</p>				
Advertisement #	District / Office	Description	Location	Criteria
55990808	District 1	Through one or more core projects, meetings with the mentor/supervisor and participation in cross-functional educational experiences with the Financial Services, Procurement Services and Program Management Departments, the Finance and Administration Intern will learn and perform various tasks within the financial structure of the Department. This varied learning experience is an ideal exposure to auditing, budgeting, contracting, estimating and scheduling. Tasks performed may include audits with detailed reports of findings and recommendations for better business practices, account reconciliations, the annual budget allocation, preparation of bid documents, assisting with critical path scheduling, etc.	Bartow	Accounting, business, and finance students GPA 3.0
55990812	District 1	Establish or update construction cost estimates on simple and/or routine projects in the Department's Work Program utilizing the Long Range Estimating (LRE) System or American Association of State Highway and Transportation Officials' (AASHTO) Transport System. Assist with updated construction cost estimates on all projects in the 5-year Work Program for the annual review. Prepare post-bid evaluations on simple and/or routine projects for District projects identified on the contract bid review list. Run the unbalanced items report, notice to contractor form and prepare other contract bid review documents necessary in accordance with Department procedures. Obtain completed and signed documents, as required by procedure, from the appropriate personnel and/or low bid contractor.	Bartow	Civil Engineering student, Junior, Senior or graduate level. GPA 3.0 or Higher.
55990816	District 2	The intern shall provide engineering service to Materials customers in Design, Construction, and Maintenance, working alongside proven technical experts to develop engineering skills. The intern would assist in the review Geotechnical Reports submitted to the Department, perform field investigations with drill crew, assist with laboratory testing that aides in the engineering recommendations, assist with technical support of foundation design and construction, provide engineering assistance to Maintenance for roadway depressions and sinkholes, assist in developing pavement milling and resurfacing recommendations.	Lake City	Civil Engineering students; must have above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based) and report writing capabilities.
55990836	District 5	The interns will: Learn FDOT Policies and Procedures related to freight, aviation and seaports in order to review documentation related to these disciplines. Provide assistance to the Freight and Logistics team coordinating daily/weekly/monthly meetings, outreach and FDOT business. Support daily activities of the Freight Coordinator, Seaport Coordinator and Aviation Coordinator, and attend meetings at the request of FDOT personnel.	DeLand	Junior, Senior or Graduate Level.
55990837	District 5	Assist the safety and security manager with job safety protocol plan reviews. Create tables to be used in presentations in reference with railroad accidents and incidents. Assist the civil department in plan and procedure reviews also assisting the civil department in site surveys of railroad Corridor items. Assist the vehicle oversight department with day today operations and inspection of sun rail vehicle fleet. Assist management with day-to-day operations, tracking day-to-day operation activities, on time performance, customer service reports, vehicle maintenance reports and signal issues.	Sanford	Civil Engineering Students, Junior or Senior or Graduate Level.
55990838	District 6	The intern will aid the Department with one of the agencies targeted program areas to reduce pedestrian and bicycle fatalities. Duties will include 1. Participating in pedestrian and bicycle safety campaigns and education efforts, 2. Joining Safe Route to School education programs, 3. Assisting a pedestrian/bicyclist specialist to develop working relationships with community activists and groups to support pedestrian and bicycle safety programs.	Miami	Civil Engineering students; minimum GPA 2.8
55990840	District 6	Develop a working understanding of the Department's budget structure. Duties: The intern will be introduced the agency funding sources, budget structure and aid the district with the establishment and monitoring of the strategic spending plan; prepare a summary document/presentation explaining the Identification of the FDOT funding sources and revenue estimating process; aid in the amended Legislative Budget request process and requests (as applicable); aid in monitoring the operating budget including entities, categories, object codes; analyze the district's zero based budget requests, monitor status of expenditures and review and adjust the strategic spending plan.	Miami	Finance, Accounting. Sophomore, Junior or Senior GPA of 3.0 or greater.
55990842	District 6	Intern will develop a working understanding of Organizational Development in the Department of Transportation. Duties will include, but are not limited to: 1. Research and analyze focus group feedback; 2. Assists with the develop curriculum and/or training materials. 3. Assist in the revisions/updates of current curriculum	Miami	Adult Learning Education or Organizational Development & Leadership; Junior or Senior with a GPA of 3.0 or greater
55990843	District 6	Assist in the development of typical sections, horizontal and vertical alignments, roadway cross sections and drainage systems. Assist in the preparation, review and update of roadway plans and other construction documents in accordance with Florida Department of Transportation's (FDOT) plans Preparation Manual and design standards and criteria. Assist in performing computer aided design and drafting (CADD) of roadway plans, signing and pavement marking plans and signalization plans using highway design software. Calculate quantities and prepare computation book using GEOPAK and MicroStation. Prepare project cost estimates using Transport. Participate in field inspections of highway projects. Assist in preparing documents for public meetings, presentations and hearings.	Miami	Civil Engineering students, Sophomore level or higher; minimum GPA 3.0